



Office of Educator Preparation

# Fieldwork Contract

This contract is to be used for the teacher education candidate (“pre-service teacher”) and the classroom teacher (“fieldwork mentor”) to articulate expectations for activities to be conducted under the direction of the mentor during the pre-service teacher’s field placement. The pre-service teacher should give the mentor a copy of the UC Field Work Expectations (refer to the Education Handbook) and copies of this contract to the mentor and the college course instructor.

PRE-SERVICE TEACHER	FIELDWORK MENTOR
<b>Name:</b> <b>Education Program:</b> <b>Phone:</b> <b>Email:</b>	<b>Name:</b> <b>School Name/district:</b> <b>Phone:</b> <b>Email:</b>

**Date:** \_\_\_\_\_ **UC Education Class for which fieldwork is being conducted:** \_\_\_\_\_

**Required number of hours:** \_\_\_\_\_ **Level I** \_\_\_\_\_ **Level II** \_\_\_\_\_ **Level III** \_\_\_\_\_

**Days & times of scheduled fieldwork:** \_\_\_\_\_  
(e.g. Mondays from 9:30-10:30)

**To meet the course and fieldwork requirements for this class, the individual is expected to:**

1. Obtain a UC photo ID before beginning fieldwork requirements
2. Maintain a consistent schedule with the host classroom teacher
3. Inform the teacher *in advance* if unable to make scheduled fieldwork
4. Exhibit professional behavior and attire at all times
5. Specific duties and responsibilities, to be jointly determined by pre-service teacher and mentor

(see Fieldwork Expectations document for ideas):

- a. ....
- b. ....
- c. ....

\_\_\_\_\_  
Signature of pre-service teacher

\_\_\_\_\_  
Signature of classroom teacher

\_\_\_\_\_  
Date

*Thank you for providing this opportunity. If you have any concerns or issues that you would like to discuss, please feel free to call the Utica College Office of Educator Preparation at (315) 792-3815.*



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## **Online Fieldwork Log instructions**

(for the teacher candidate)

1. Print out a fieldwork contract and have the fieldwork mentor teacher sign and agree to the terms of the fieldwork placement in line with the associated course requirements. This form should be returned to the course instructor according to their established deadlines. Provide a copy of the instructions to the mentor so that they can have the link to complete your field site evaluation.
2. As you complete your fieldwork, you must submit your fieldwork hours into the [Fieldwork Log](#) which is now an online form. This can be done at the completion of each day's fieldwork, or weekly. **It is not recommended to log fieldwork at the end of the semester.** A receipt of the submission will be emailed to you for your records.

The direct link to the UC Fieldwork Log form is

**<http://bit.ly/UCFieldworkLog>**

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## **Field Site Evaluation instructions**

(for the mentor)

1. After the fieldwork requirements outlined in the fieldwork contract are met, it will be helpful to know how well the teacher candidate met your expectations while in your room. In order to help us evaluate their performance we are asking that you (the mentor teacher) complete an online [field site evaluation](#). It will be the teacher candidate's responsibility to ensure that the fieldwork evaluation link has been provided to the mentor. The teacher candidate's fieldwork will not be considered complete until the evaluation has been submitted by you online.

The direct link to the UC Field Site Evaluation form is

**<http://bit.ly/UCFieldSite>**